

DEPARTMENT OF EMPLOYEE RELATIONS



03.02.2006

City Service Commission Residency Policy

— Summary —

City Service Commission policy for residency requirement for City of Milwaukee employees.

Description

Section 5.02 of the City Charter requires City residency for its employees. Since the Milwaukee City Service Commission has enforcement responsibility for this provision, the Commission has directed that the following points be communicated to all employees:

- (1) Employees of the City of Milwaukee, whether regularly appointed or exempt, are required to maintain a bona fide residence within the City of Milwaukee and are required to live at the residence.
- (2) Employees who believe they have a legitimate reason for residing outside of the City for any period of time are required to request and receive permission from the City Service Commission in advance of establishing such a residence. Requests for permission to reside outside of the City must be made on the attached "Request for a Finding of Necessity" form. The department head must make a recommendation on each request.
- (3) Employees found to be in non-compliance with the residency ordinance may be subject to immediate termination or discharge.
- (4) Employees with questions about the City residency requirements should contact either their immediate supervisor or the Department of Employee Relations.

*** CITY SERVICE COMMISSION POLICY: RESIDENCY ***

MILWAUKEE CITY SERVICE COMMISSION
RESIDENCY REQUIREMENT COMPLIANCE CERTIFICATION

Section 5.02 of the City Charter requires all City employees to be bona fide residents of the City of Milwaukee. Exceptions to this policy can only be granted by formal action of the Milwaukee City Service Commission. Residency is defined as where you actually live. Owning or renting property within the City of Milwaukee while actually residing elsewhere does not constitute residency within the meaning of the charter. Neither does maintaining space at the residence of a friend or relative. The penalty for violating the residency requirement is termination or discharge. If you have any questions as to whether your current living arrangement may be in violation of the residency requirement, we urge you to contact your department, bureau or division head immediately. City Service Commission policy statements concerning the residency requirement can be found in the "Working With the City of Milwaukee" handbook.

COMPLIANCE CERTIFICATION			
Name:			
Job Title:			
Pension Number:	Length of Time As A City Employee:		
Department/Bureau:			Division:
I reside at:			Since:
<i>Number and Street City Zip Code</i>			
Home Telephone #:			
Is this residence inside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, do you have approval from the City Service Commission to reside outside of the City temporarily? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, on what date does this temporary approval end? _____			
Do you use living quarters which you use and are regularly available to you at any location outside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain on the reverse side of this form.			

Please sign one of the following statements:

I CERTIFY THAT I AM A RESIDENT OF THE CITY OF MILWAUKEE WITHIN THE MEANING OF THE CHARTER.	
Signature: _____	Date: _____
I CERTIFY THAT I HAVE APPROVAL FROM THE CITY SERVICE COMMISSION TO RESIDE OUTSIDE OF THE CITY OF MILWAUKEE TEMPORARILY.	
Signature: _____	Date: _____

If you move, you must notify your department, bureau, or division head immediately and complete a new compliance certification.

City of Milwaukee
BOARD OF CITY SERVICE COMMISSIONERS

REQUEST FOR A FINDING OF NECESSITY

The undersigned hereby sets forth the facts on account of which a Finding of Necessity is requested, as described in Charter Ordinance 226, in order to authorize temporary residence outside the city limits of Milwaukee.

Employee's Name: _____

Title of Present Position: _____

Department (and Division) in which now employed:

Length of Service with City of Milwaukee: _____

Present or Last Address: _____

Address Outside City Limits Which is Intended:

For a Period of: _____ Months Ending Not Later Than: _____

For the Following Reasons:

(If more space is needed, use reverse side)

SIGNATURE: _____ DATE: _____

NOTE: Any permission granted hereunder is only temporary. There must be intention to re-establish residence within the City limits of Milwaukee as soon as possible.

DEPARTMENT ENDORSEMENT

(To be completed by Department or Division Head)

☐ This request is recommended.

☐ This request is not recommended.

Signature of Department Head: _____ Date: _____

